



Temporary Sales Trailer

Application for Approval (6 months occupation)

A sales trailer to be occupied longer than 6 months requires approval by the Development Review Board.

Approvals required for installation of a "Temporary Sales Trailer":

1. Approval of this application by the Current Planning Division
2. Final site plan and grading and drainage plan approval by the Civil Engineering, Fire and Current Planning Division
3. Site Inspection

Please Note: This application shall be submitted at the Planning & Development Services Department's Permit Services counter. The application's coordinator will contact the applicant regarding application status within three weeks of the date of the submittal

Date: _____ **Project Name:** _____ **Associated Case(s):** _____

Subdivision/Location of Trailer: _____ **Lot No.:** _____

Zoning: _____ **Parcel Number:** _____ **Quarter Section:** _____

Installation Date: _____ **Removal Date:** _____

Company Name/Homebuilder: _____

Applicant Contact: _____ **Email:** _____

Phone: _____ **Fax:** _____

Address: _____

Application Submittal Requirements:

- ☐ Application Fee: \$73.13
- ☐ Property Owner's authorization
- ☐ Context Aerial and/or Site Location Map
- ☐ Documentation of Native Plant Permit compliance
- ☐ One copy of the approved and recorded final subdivision plat or condominium plat
 - Show all easements (drainage, utility, NAOS, etc.)
- ☐ Submit trailer information - showing or describing:
 - Brochure, photographs or architectural elevations showing the trailer (including height);
 - Color samples of trailer (color of trailers located within the ESL shall not have a light reflecting value greater than 35%, and shall not exceed a value of 6 and a chroma of 6 as indicated in the Munsell Book of Color;
 - Solid skirting provided around trailer to screen any undercarriage structure (or bury undercarriage below grade);
 - Floor plan. All public restrooms shall meet ADA requirements;
 - No outdoor portable lavatories shall be allowed;
 - Mechanical equipment mounted to the trailer shall be screened.
- ☐ One copy of a site plan that includes the following information:
 - Location of nearest active fire hydrant (must be within 600 ft of the trailer, measured along an approved access drive);
 - All-weather access provided and maintained from an improved street to the proposed parking area (min 24-ft wide). Access and parking areas shall be paved to City standards, or paved with 8-in min. of compacted decomposed granite or aggregate base course (ABC) (Treatment of access and parking area must be with a dust-proof surface);
 - Parking blocks provided for each parking space and (if applicable) around the parking area if there are slopes;
 - Access to trailer meets the State and Federal Americans with Disabilities Act (ADA) requirements for handicap accessibility;
 - Setbacks from all property lines (trailers must meet all applicable property development standards);
 - (If applicable) Proposed landscaping (Plantings in non-ESL areas can only include species from the Arizona Department of Water Resources Low-Water Use Plant List. Plantings in ESL areas are limited to the City's approved indigenous plant list. Turf shall be limited according to the ESLO and City Code, Section 49-79 and 49-79.1)
 - (If applicable) Location of NAOS easements (the trailer, access and parking area must not encroach into designated NAOS areas). Identify limits of construction.

Official Use Only

Coordinator Signature: _____ **Request:** ☐ Approved ☐ Denied **Date:** _____

Planning & Development Services Department

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